

POSITION DESCRIPTION

Drives a drives a 5-ton cargo truck to transport personnel, furniture, equipment and miscellaneous items between the warehouse, the Embassy compound, STGL residences, local custom ports and American sponsored organizations. Also drives a pick up truck and a forklift in the movement of heavy items as necessary. In charge of checking the proper maintenance of said vehicles and reports overall condition of all warehouse vehicles and forklifts (gasoline and electrical). Assists the Motor Pool section in driving for special VIP committees. Time: 30%

Inside-Warehouse Operations: Opens and unloads crates, shipping containers, stocks items in proper storage areas assuring that they are stored properly to minimize damage and that no safety or fire exist. Stores items by agency, type and style. Utilizes a forklift and various carts in performing these duties. Arranges the items to keep them clean and in order. Stores items in bulk or on shelves, making best use of the available storage space. Sweeps dusts and /or vacuums a 17,728 sq.ft warehouse. Performs minor repairs and adjustments to furniture and simple mechanical equipment. Recommends items for reupholstering, polish, repair or replacement. Responsible for maintaining the Hospitality Kits. Includes maintaining inventory, arranging the quantities of the Hospitality Kit depending on size of family, and ensures they are clean. Recommends purchases to replace lost/broken items. Time: 20%

Incumbent maintains the welcome kit stock, which is; prepare kits for delivery, check minimum and maximum quantities and recommends items for replacement. The estimated value of the stock is six thousand dollars (US\$ 6,000). Time: 15%

Outside-Warehouse Operations: Lifts, carries and or moves furniture, equipment, furnishings, cartons and boxes, and any other light to heavy objects from place to place by hand or by making use of hand trucks, carts, vehicle, etc. Places and arranges furniture and equipment in the Embassy offices, residences and were instructed by the supervisor for official purposes. As member of the inventory team, works in offices, supply room and residences using the NEPA laser scanner when applicable, then submits the data collected to the NEPA clerk for reconciliation. Incumbent maintains the Hospitality Kit stock, which is; prepare kits for delivery, check minimum and maximum quantities and recommends items for replacement. The estimated value of the stock is six thousand dollars (US\$ 6,000). Act as a back-up of the Receiving Clerk. The duty requires a prompt inspection of all property delivered to post as to quantity, quality and condition, ensuring that the property is in accordance with the terms and specifications of the acquisition document. After a Receiving and Inspection Report (DS-127), or Purchase Order, Receiving Report and Voucher form (DS-206) is completed, copies of it must be delivered to all incumbents. All items eligible for NEPA accountability must be labeled and submitted to the NEPA clerk for processing in the system database. Based on the results of this job, the items are delivered to the respective office/agency. Participates in the setup of the Auction Sale exposition room, recommends items for sale and helps deliver items sold. Time: 25%

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